

**The Evelyn Oldfield Unit**

**Report and financial statements**

**For the year ended 31 March 2018**

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**The Evelyn Oldfield Unit  
Board of Directors' report and financial statements (continued)  
For the year ended 31 March 2018**

The Board of Directors, who are also directors of the charity for the purposes of the Companies Act, submit their annual report and the financial statements for the year ended 31 March 2018.

**Full name** The Evelyn Oldfield Unit

**Registered charity number** 1044681

**Registered company number** 2921143

**Principal address**

Resource for London, 356 Holloway Road, London N7 6PA

**Board of Directors**

Sam Karuhanga, Chair

Teshome Damte, Treasurer

Paul Sathianesan Duraisam, Vice-Chair

Pamella Campbell

Liam Clipsham

Karen Gayle-Kirk

Henoke Daniel

Myrvete Gashi

Noorjahan Musheda Khanam

Mohamed Ali Farah

Danmore Sithole

Sodabeh Gashtasebi

Jean – Roger Kaseki

Resigned 30<sup>th</sup> June 2017

Resigned 4<sup>th</sup> December 2017

Resigned 4<sup>th</sup> December 2017

Resigned 4<sup>th</sup> December 2017

Resigned 4<sup>th</sup> December 2017

**Company Secretary**

Mulat Haregot

**Bankers**

National Westminster Bank Plc, PO BOX 7406, 490 Holloway Road, London N7 6HN

**Independent examiner**

Ade Adebambo, MBA, ACIS, ACMA

Local Accountancy Project, 161 Sumner Road, Peckham, London SE15 6JL

**The Evelyn Oldfield Unit  
Board of Directors' report and financial statements (continued)  
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**Objects of the charity**

The Charity's objects are to promote for the public benefit, all charitable purposes by the following:-

A). To develop, provide, facilitate and co-ordinate the provision of specialist aid and support services in order to further the charitable work of organisations assisting disadvantaged people in particular but not exclusively the unemployed, people with low levels of literacy, older people, people with disabilities, people with long term health conditions and ethnic minorities particularly refugees, asylum seekers and migrants in the UK or Internationally.

B). To provide advocacy and services in particular but not exclusively for disadvantaged people including the unemployed, people with low levels of literacy, older people, people with disabilities, people with long term health conditions and ethnic minorities particularly refugees, asylum seekers, and migrants who are in conditions of need, hardship or distress.

**Structure, governance and management**

The Evelyn Oldfield Unit Memorandum and Articles of Association was Incorporated on 21<sup>st</sup> April 1994 as amended by Special Resolution(s) dated 26<sup>th</sup> January 1995 and registered at Charity Commission on 6<sup>th</sup> March 1995 and subsequently amended by special resolution registered at Companies House on 30<sup>th</sup> September 2013.

The Charitable Company was established under a Memorandum and Articles of Association which established the objects and powers of the charitable company and is governed under its articles of association.

**Method of appointment or election of Board of Directors**

The governance of the charity is the responsibility of the Evelyn Oldfield Unit Board of Directors who are elected and co-opted under the terms of the Articles of Association.

Following an initial audit of skills and experience, individuals with specific skills and voluntary and community organisations known to the charitable company are offered the opportunity to put themselves or nominees from their organisations forward as potential Board of Directors. Candidates complete an application form and are interviewed by a panel of Board of Directors and recommended by the Board of Directors to the Annual General meeting for election.

If a vacancy arises during the year, or additional Board of Directors are required, people are appointed by the Board of Directors and hold office until the following AGM when they stand for election.

One – third of elected Board of Directors must retire from office at the Annual General meeting, but are eligible for reappointment at that meeting.

**Policies adopted for the Induction and Training and Development of Board of Directors**

New Board of Directors follow an agreed induction process and are offered training, development and support to understand and carry out their responsibilities. After appointment the Chair and Chief Executive induct new Board of Directors by giving them an outline of the organisation, its governance and strategic plan, a briefing on what constitutes a conflict of interest as well as answering questions posed by the new Board of Directors.

Each Board of Director is also given a handbook which includes the latest accounts, key policies, procedures, and is offered mentoring by more experienced Board of Directors.

Board of Directors are encouraged to attend relevant training and development programmes on top of the biannually half day planning, training, and development days.

**Organisational structure and decision making**

The Board of Directors govern the organisation through quarterly Board of Directors meetings, and are advised by the finance and personnel sub-committees. The Board of Directors comprises a minimum of 7 Board of Directors and a maximum of 15. If a decision cannot be made at the quarterly Board of Directors meeting, it is delegated to a specific group of Board of Directors, usually a sub-committee, and the results communicated to all Board of Directors by email and ratified at the following Board of Directors' meeting. All Board of Directors attend one or both of the quarterly finance and personnel sub-committee meetings.

**The Evelyn Oldfield Unit**  
**Board of Directors' report and financial statements (continued)**  
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The officers meet between the meetings of the full Board of Directors meetings to discuss any immediate issues and to offer support to the Chief Executive, if any decision are made these are reported to the Board of Directors informally, as well as to the next meeting. The day to day management of the organisation is delegated to the staff via the Chief Executive.

**Risk management**

In the last five years, the Board of Directors have increased their focus on risk analysis as a mean of protecting the charity and enhancing its performance.

The Board of Directors undertake reviews of the major risks to which the charity is exposed and ensures that systems are in place to mitigate these risks. Among the potential risks assessed were the loss of funding, Board of Directors conflict of interest, bad publicity, new legislation, negligence, misuse of resources, overstretched management and low staff morale. Measures were identified that mitigate these potential risks and actions agreed, all of which enabled the charity's Board of Directors to deal effectively with the step reduction in funding experience this year. Ongoing mitigation includes providing sufficient training and sound management for staff, clearly defined procedures, a survey of staff views, exit interviews, further diversification of funding, use of professional advice and insurance.

The Chief Executive uses the risk assessment as a management tool for reviewing specific projects and activities with a view to mitigating risk and enhances performance. The Board of Director's risk management has been aligned with business planning and performance management. On a routine basis lower risk assessment, such as health and safety assessments are carried out by EOU staff. The EOU has a full complement of policies ranging from health and safety to personnel management. These are periodically reviewed and updated by staff and then presented to the Board of Directors for ratification.

**Reserve policy**

The Board of Directors have assessed the major risks to which the charity is exposed, in particular those related to the operations and finances of the charity. The risk register is reviewed annually. The Board of Directors are satisfied that systems are in place to mitigate exposure to the major risks.

It is the policy of the charity that unrestricted funds, which have not been designated for a specific purpose, should be maintained at a level equivalent from three to six month's expenses. The Board of Directors consider that reserves at this level will ensure that, in the event of a significant drop in funding, they will be able to continue the charity's current activities whilst consideration is given to ways in which additional funds may be raised. This level of reserves has been maintained throughout the year.

Details of funding sources, how expenditure in the year met objectives is outlined in the notes to the accounts on restricted funding.

**Statement on public benefit**

The Board of Directors are aware that section 17 of the Charities Act 2011 requires charities to demonstrate that their work is of direct benefit to the public. When planning the EOU's activities each year, the Board of Directors take due regard of the Charity Commission's general guidance on public benefit.

In the interest of transparency, the Board of Directors make the following observations on the two key principles of the public benefit.

**Principle 1: There must be an identifiable benefit or benefits**

**1a It must be clear what the benefits are**

The EOU provides service to support organisations deliver on their charitable purposes.

The services provided and benefits achieved in 2017/2018 are clearly set out in the accounts of objectives and achievements given in the body of this report.

**1b The benefits must be related to the aims**

The Board of Directors review the activities of the charity against its aims on an ongoing basis and are satisfied that all activities continue to be related to the aims.

**1c Benefits must be balanced against any detriment or harm**

No specific issues of detriment or harm have been reported.

**The Evelyn Oldfield Unit**  
**Board of Directors' report and financial statements (continued)**  
**For the year ended 31 March 2018**

**Principle 2: Benefits must be to the public or a section of the public**

- 2a The beneficiaries must be appropriate to the aims  
The EOU offers support to full range of BAMERs in London, including distributing our e-bulletin, to over 2,300 recipients. These organisations benefit a wide cross section of society in line with EOU's objects.
- 2b Where the benefits is to a section of the public, the opportunity to benefit must not be unreasonably restricted by geographical or other restrictions; or by the ability to pay any fees charged.  
The EOU's services are offered free of charge for the benefit of the Black, Asian, Ethnic Minorities, Migrants and Refugee communities living in London in particular and the society in general.
- 2c People in poverty must not be excluded from the opportunity to benefit  
As outlined above there is no restriction on benefits.
- 2d Any private benefits must be incidental  
A number of private benefits do necessarily arise from the activities of the charity. In particular the charity finds it essential to employ and remunerate staff. These private benefits are, however, incidental as they are a necessary by-product of carrying out the charity's aims.

## **ACHIEVEMENT AND PERFORMANCE**

Charitable activities – our key achievements in 2017/2018

Some key highlights of the last 12 months have been:-

- ✓ Provided volunteering information to over 270 BAMER communities
- ✓ Secured Big Lottery funding for the Enhance Project and IBAA Programmes
- ✓ Substantially exceeding our targets on e3 partnership and Research for Action and Influence Projects
- ✓ Provided one to one support for 98 people on housing, welfare benefit, immigration, criminal law, landlord and tenants
- ✓ Provided free skills training to over 65 BAMER Groups
- ✓ Setting up a new EOU service users forum
- ✓ Held a consultation workshop in partnership with the Ministry of Housing, Communities and Local Government (MHCLG) on the new Integrated Communities Strategy Green Paper
- ✓ Launched a new community organisers forum
- ✓ Held a successful event "**International Women's Day**" on 8<sup>th</sup> March 2018
- ✓ Trained 25 Charity trustees on new Charity Commission requirements and changes in SORP financial regulations for BAMER groups
- ✓ Produced the current state of the Voluntary and Community Sector Report
- ✓ Delivered financial management training course, over 10 sessions to 26 BAMER groups received attendance certificates.
- ✓ Provided new training to 13 BAMER groups on setting up a new charity
- ✓ Secured further Evelyn Oldfield Unit OISC, Customer Services Excellence, ISO 9001: 2008 Quality Management Systems national accreditations
- ✓ Migrated EOU systems to Office 365 cloud improving security of information and improving team working.
- ✓ Provided free Introduction to PQASSO Training for 16 BAMER Groups
- ✓ The EOU is now an **Open College Network London (OCN London)**, approved centre to deliver qualifications and accredited courses to BAMER communities.

**The Evelyn Oldfield Unit  
Board of Directors' report and financial statements (continued)  
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**I. Partnership and Collaboration Working**

The EOU Director and Development Team have been involved in a diverse range of partnership and collaborative work with a number of mainstream agencies, organisations, and BAMER groups both in the delivery of our projects and through being partners of strategic activities and initiatives.

These agencies include Islington Citizens Advice Bureau, Islington Law Centre, Islington People's Right, Help on Your Doorstep, Council of Somali Organisations, Voice for Change, London Voluntary Sector Council, Race on the Agenda, Red Ochre, Refugee Council, Lime House Project, Ocean Somali Community Association, APASEN, J-Go Training, the Metropolitan Police, Resource for London, National Resource Centre for Supplementary Education, Voluntary Action Islington, British Deaf Association, Hibiscus Initiatives, Reconnect, Students Action for Refugees, and GLA. The partnerships and collaborative work has significantly raised the profile of the Evelyn Oldfield Unit more widely across London, and also allowed the organisation to act as an advocate and voice for the BAMER sector.

**a). The London Strategic Migration Partnership (LSMP)**

The LSMP is a cross-sector partnership to maintain strategic overview of the state of migration in London. The LSMP meets 3 times a year to discuss on visa and economic growth, Integration and demographic and policy trends. The LSMP bring together in the table London Mayor Office, Home Office, London Council, London Enterprise Panel (LEP) and the Mayor's Migrant and Refugee Advisory Panel (MRAP) which the Evelyn Oldfield Unit is representing the interest of the 24 MRAP member organisations. The EOU Director is leading on the Integration and Community at the LSMP.

**b). The Islington BAMER Advice Alliance (IBAA)**

The Evelyn Oldfield Unit has developed a Consortium of 5 BAMER Advice giving organisations, all of whom are Islington Strategic Advice Partners. The IBAA partnership has been awarded funding of £100,000 for the next 4 years from the London Borough of Islington to deliver on the following strands: access and outreach, primary access, detailed triage and initial advice, generalist advice, and targeted specialist advice for excluded populations.

**II. Information, Advice and Guidance (IAG)**

This service provides advice to BAMER clients on a one to one basis. We deliver a generic advice service and have a dedicated caseworker to follow up cases and assist the client reach a satisfactory conclusion of their case. Alongside casework, we run a pro bono Legal Advice service which is staffed by qualified solicitors, which ensures quality advice to beneficiaries at no cost. The pro bono legal advice services aims to:-

- (a) Relieve overcapacity of the mainstream providers such as Islington Law centre, CAB, local legal Advice Centres, Advocacy clinics etc
- (b) To provide free quality legal advice service to the community which is given by qualified solicitors who possess relevant specialist knowledge
- (c) To remedy issues around the complications in accessing legal advice, the long waiting lists and related problems
- (d) To address the issue of affordability of quality legal advice

**Collaborations with the private sector:** We managed to forge a very successful collaborative working arrangements with local high Street solicitors for them to staff our Pro Bono Legal Advice Surgeries. This has not only strengthened the quality of advice given in the surgeries, but has also provided a link between the EOU and private the law firms, whereby we can tap into the expertise that had previously been out of reach for our service users. We are currently working with Eannon Solicitors, Kensington and Chelsea Law Chambers and Tulip Solicitors. EOU clients can now access the quality advice provided by these private solicitors as a result of these collaboration and partnership working.

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**Collaboration with other third sector agencies:** We are also working in collaborations with the Help On your Doorstep, Citizens Advice Bureau, Islington Law centre, Islington people's Rights, The Unity Project and Shelter From The Storm. These provide services ranging from specialist advice for the provision of temporary accommodation.

**External Referrers:** A number of agencies have been referring to EOU servicers and we are expecting the number to increase: These include organisations such as Brent Crisis Skylight, IKWIRO, Iranian and Kurdish Women's Rights, Iranian and Kurdish Women's Rights, Islington Health Visiting service and Network of Eritrean Women.

**Referrals within IBAA and other agencies;** received referrals from Eritrean Community in the UK, Kurdish and Middle-Eastern Women's Organisation and Enhance project groups. This has placed the EOU in a unique position of leading the advice services within IBAA partners as we use qualified solicitors for pro Bono free legal advice work.

### **Impact**

**IAG,** particularly the Pro Bono Free Legal Advice Services had a huge impact on the quality of life of our services to the BAMER communities' service users. The impact of this service is:-

- Improved access to support e.g. NASS accommodation and subsistence support
- Improved living conditions e.g. Street homeless clients placed in temporary accommodation
- Access to Welfare benefits leading to better financial well being
- Improved mental and physical wellbeing due to reduction in stress and anxiety caused by homelessness, insecure immigration status etc...

### **Case Study**

*"Halima was placed in temporary accommodation by an East London Council along with her two children aged 4 and 6 in December 2016. She was placed in a single room in a property shared with three other people, one female and two male. She soon discovered that this accommodation was not suitable for her and her children because the room was too small and the two males in the property tended to smoke in the corridors which made her asthma and that of one of her children worse. Also she did not feel comfortable being a single Muslim woman to share the property with single males. The visiting midwife tried to write to the Housing officer for Halima to be moved her to suitable accommodation but was not successful. The council did not think she had a good case to be rehoused urgently. The local solicitors would not work on her case without payment. Our Pro Bono housing solicitor, represented her and the Council admitted their failings. Halima has now been moved to long term accommodation".*

We have recently increased number of pro bono surgeries from one surgery a month to 4 surgeries a month in order to meet the high demand of legal advice and support services. Two new law firms, K&C law Chambers and Tulips Solicitors, have been recruited to staff the surgeries. We now work with three different law firms to provide specialist pro bono legal advice in the four broad areas of Family Law, Immigration, Housing and Criminal Law.

### **III. The VCS Assist 2.0 Partnership**

This partnership project has been delivered together with the LVSC (London Voluntary Sector Council). The project is intended to support groups to develop their capacity to run ESF projects successfully, thereby enabling them to successfully move unemployed and economically inactive persons closer/into the labour market. LVSC lead the overall project, and also lead on the delivery of forum events, dissemination of regular communications with the voluntary sector, and project evaluation. The Evelyn Oldfield has successfully delivered a series of workshops and drop-in surgeries across London to boost the capacity and skills of mainly small voluntary sector organisations who want to compete effectively for European Social Funding.

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The project delivered 4 forum events, 2 LVSC e-bulletin per month, 9 EOU newsletters, 16 live one to one surgeries, 25 telephone surgeries and 12 skills workshops. The workshops covered an Introduction to ESF, Bid Writing, Successful Project Management and ESF Applications, and attracted 156 attendees from 105 organisations.

#### IV. The e3 Project Partnership Project

The e3 Project is delivered in partnership with 4 other organisations: the Lime House Project, Ocean Somali Community Association, APASEN and J-Go Training. The e3 project is a **Free Pre-ESOL course** designed to help people gain confidence living in London and is funded by the Ministry of Housing, Communities and Local Government (MHCLG)

The project aims to teach English to those who have low-level language skills, and offers learners the opportunity to take part in an optional further opportunity to practise their English following completion of the course: gardening, volunteering work, or working on a market stall. The course content covers basic functional English, such as going to the doctor, speaking to your child's teacher or speaking to a landlord, and can be adapted to suit learners' needs. The course also includes free registration with an e-learning module, which learners can access from home or on their smartphones. More information about the project can be found here: [www.wearee3.com](http://www.wearee3.com)

Over the course of the third cohort, the target for recruitment was successfully met and actually exceeded by the combined e3 partnership and 1,505 eligible learners were recruited and registered with e3 e-learning. The EOU recruited 377 learners over the course of 12 months. EOU recruited learners come from 56 different countries: a large proportion were from Eritrean, Somali, Iraqi and Bangladeshi backgrounds. 86% of EOU learners are female and 62% are Muslim. The age range is 18 - 89 years old. Learners come from 24 different London boroughs.

A partnership with Islington Adult and Community Learning Service was also set up to hold ESOL classes at the EOU offices, which e3 learners could be part of. The Project Coordinator also worked in partnership with many organisations pan-London to deliver e3 classes at their centres, including London Central Mosque, Shepherds Bush Families Project and the Elgin Close Resource Centre to name a few, and organised for guest speakers from partner organisations to speak to learners about progression routes.

Learners were encouraged to sign up to one of the progression route options: volunteering, community gardening or setting up a market stall. We are currently setting up a market stall in Islington with learners from the Arachne Greek Cypriot Women's Group and in Ladbroke Grove with learners from the St. Antonio's Eritrean Refugee Women's Group. Other learners signed up to community gardening initiatives across London and assisted with/attended EOU events such as the AGM and EOU contribution to the Migration Museum project documenting experiences of refugees and migrants to the UK. This proved to be further ESOL learning. Learners in Islington were invited to register with courses run by the Islington Adult and Community Learning Service and courses and drop-in services provided by local community centres. Learners were also invited to attend the EOU's weekly drop-in evening class. Learners in other boroughs joined ESOL conversation groups, for example, at Shepherds Bush and Hammersmith Libraries.

In order to measure the progress towards our outcomes, all of the learners who enrol on the e3 course receive an initial assessment from their teacher and evaluate their confidence speaking English in the following situations: in shops and on public transport; with neighbours and acquaintances; with doctors, teachers and other professionals. Lowest confidence levels across the board were recorded in the category of 'speaking English with doctors, teachers and other professionals.' To measure potential improvement, learners then completed a final evaluation after 4 classroom-based lessons assessing their confidence levels in these situations at the end of the course. The clear majority of the learners who completed final evaluation forms in this cohort saw an improvement in their confidence speaking English in shops and on public transport, with neighbours and acquaintances, and with doctors, teachers and other professionals. They also saw an improvement in their general English level.

e3 Project learners comment about the course [all sic]:

*"It help me to improve my English and to be confident."* – Sanna Bennani



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*"Thank you for your lessons. I learn more English words and I am confident with your English classes. God bless your hard work." - Selastina Thasma*

*"It was very important for me, because I learn a lot of things that I need in daily life." – Anila Hoxha*

**V. The Enhance Desk Space Project:**

This partnership project was delivered together with Resource for London. The year, the project provided desk space, training and support to 18 small BAMER groups working to empower and improve the lives of members of their community. These groups were also invited to training sessions and workshop on fundraising, bid writing, financial management and book keeping

**Training:**

The EOU has organised 10 training sessions attended by 26 participants representing 18 BAMER groups. This consisted of:

- 10 sessions on Financial Management Training, delivered by a qualified and experienced accountant and adapted from training by CASH (Community Accountancy Self Help (CASH) and Local Accountancy Project. This was attended by 26 individuals from 18 BAMER groups. Groups completed homework, and are working towards achieving accreditation for this work.
- 2 days of training on Fundraising, delivered by an experienced fundraising consultant. This was attended by 18 individuals from 12 BAMER groups.

**VI. Evening Beginners English for Speakers of Other Language (ESOL) Classes**

We have 2 years of experience delivering our evening ESOL classes to over 150 learners, during which time we have piloted many new ways to deliver as opposed to simply replicating traditional provision. We have had the freedom to do this as we run it fully with qualified and certified volunteer tutors, allowing us to 'pilot' the project to see what users needed from us. Although we recognise this is not currently 'formal' provision, we have qualified tutors following the Skills for Life curriculum to prepare the learners to enter exams if they so wish, which we support them to do. We have 10 CELTA certified volunteer tutors currently teaching on this project (all DBS checked).

The classes are of a drop-in nature which means that individuals can miss sessions without it affecting their overall learning. Many people either work in low paid roles so cannot afford to pay for college tuition, and some have uncertain immigration status which means they are not eligible for free English classes. As an example, we have one young man who has been attending for the past year. He has been appealing an asylum decision for nearly 10 years now, so has not been able to study at all. As another example, one of our learners does not attend her local college as they require over 90% attendance in order to continue. She cannot commit to this with her young children.

We are filling a gap that normal service provision does not provide, and each week our classes are growing. We have around 15 students each week now. We run weekly free ESOL lessons on a drop in basis, every Monday evening from 6 pm – 8pm and the classes are held in the Evelyn Oldfield Unit offices at Resource for London, 356 Holloway Road, London, WN7 6PA.

***Case studies***

*"I live in this country so for me English is very important, I like to see people here and make friends. I look for other classes but it is hard to find as I am still asylum seeker"*

*S has lived in the UK for many years and is still in the process of applying for leave to remain. This means he has trouble accessing any education, as he cannot afford to pay and is not eligible for free classes. He likes to come and meet other people and feel a sense of community as he cannot work or study. Also, he finds the English class interesting as he has never received education in this country of origin so he is learning in preparation for receiving his status. His brother and sister also attend the class.*

## VII. Research for Action and Influence Community Research Project

### Research for Action and Influence Community Research Project:-

The aim of the Research for Action and Influence (R4AI) Course is to provide training for representatives of BAMER groups on how to conduct and use research to advance a cause within their community. Over the past year, we have worked with two different cohorts of students. We have continued to support 12 students from the 2015/16 cohort.

From the previous 2016/17 cohort:

- 10 students attended 22 sessions and presented at the end of the year Conference on the 13<sup>th</sup> July 2017 at the Conway Hall Ethical Society in Holborn.

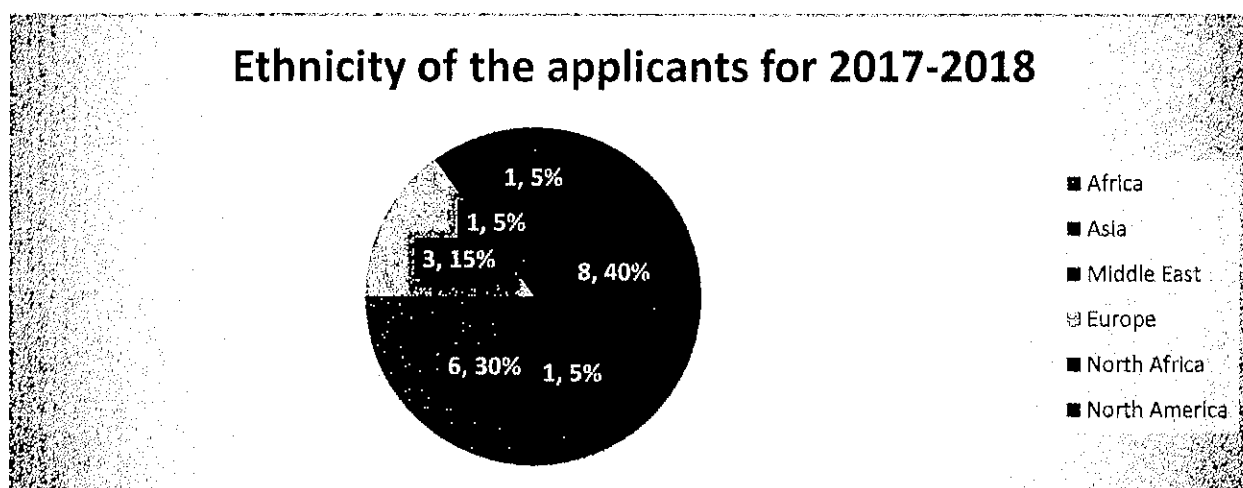
The RAI Project has had a broader educational reach, as follows:

- 10 learners from 10 BAMER groups have been trained through Community Research Sessions.
- 11 mentors were paired up with the research students to provide pastoral and academic support to support them to complete their research projects successfully.
- 3 members (1 from academia, 1 from a media background, and 1 representative of a refugee community group) received training to form the Organisation's Research Ethics Committee (OREC).

In a focus group, learners from the RAI course said that throughout the course *"we have learnt a lot of techniques"* *"I have a lot of resources"*, and gained *"powerful tools"* to *"use on a daily basis"*.

### From 2017/2018 cohort

This academic year, we had 22 applicants to the course, with 19 students being accepted. We also accepted 10 additional students from the OLIVE course at the University of East London.

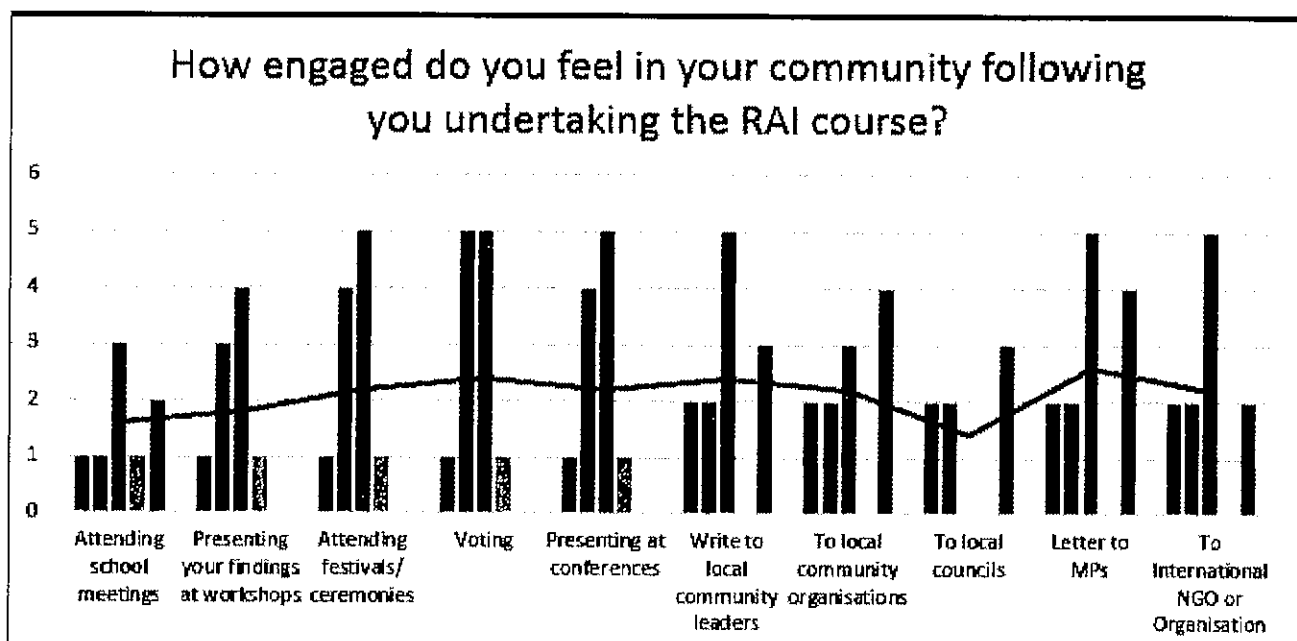


### **Highlights:**

- Participatory Action Research (PAR) training programme: The Unit has adapted an existing accredited Research for Action and Influence course. The course had taught 22 sessions (OCN accredited level 3) from the December 2016 – June 2017, 12 sessions October 2017- January 2018 at the Evelyn Oldfield Unit and another 8 sessions at the University of East London from January 2018 to March 2018. Our course participants welcomed the idea of attending the course at a university campus. The partnership with the UEL and the OLIVE (Open Learning Initiative) program is working well. Our participants have access to the library as student visitors.
- The Unit worked with 10 mentors from the Research and Advocacy Course. The mentors were from research academic backgrounds.
- There was a demand from course participants and EOU groups to do some work on academic writing as a tool to give a voice to migrant communities. Chris New, former lecturer at the London School of Economics and current Deputy Head of the International

Program, at University of London ran 10 workshops at EOU and 4 at UEL looking at how to write for publication, where to publish, refining your topic and planning. 25 representatives attended the sessions.

- 60 group representatives benefitted from high calibre academics guest presenters including Professor Heaven Crawley. An expert on Migration, Refugee and Globalisation, she delivered a lecture on 'Understanding Globalisation'. This was delivered on a 29<sup>th</sup> April 2017 (50 BAMER representatives attended the lecture).
- The cohort 2016/17 successfully passed the OCN level 3 accreditation and 9 received their full accreditations.
- All of these courses had presentation skills built into them and the first two courses culminated in the conferences (July 2017) and more to come. Link: <https://youtu.be/lpTQa9WCjis> (Part 1 of the conference) and Link: <https://youtu.be/5QzleT3HHAe> (Part 2 of the conference).
- The Unit invited a range of people to sit on The Observational Research Ethics Committee (OREC), including 2 students' representatives, one academic, Dr Elena Vacchelli from Greenwich University.
- As an example of supporting groups to use their findings, on March 8<sup>th</sup> 2018, International Women's Day, the Evelyn Oldfield Unit and its Research for Action and Influence Project hosted the event 'Celebrating Refugee Women's Activism' with a panel of speakers from Syria, Yemen, Iraq, Algeria and Iran. Over 50 attendees listened to a panel of refugee women activists speak about their experiences and the challenges they have faced both in their respective home countries and once arrived to London. Women from the RAI course were invited to the House of Lords after the event to advise on policy influencing with regards to refugee women and their experiences.
- 15 + 10 group representatives benefitted from workshops on project management and ESF applications in collaboration with the VCS assist 2.0.



We also explored whether participants felt they had improved their ability to advocate on issues important for our community – 100% agreed strongly with this.

In our end of course evaluation, we also asked what actions the participants will take after the course. These included:

\* Increasing use of social media to voice issues important to the community – 25 of the groups have reported an increase in their skills to use the web, twitter and Facebook, as a platform for their beneficiary's issues and to try to raise awareness and gain support. This has resulted in new allies supporting their work and increased beneficiary engagement.

\* Engagement of local stakeholders – 25 had examples of improved engagement. One example is Algerian Women Diaspora who are working closely with their consulate with undocumented migrants including parents and children to explain the IOM voluntary return program.

\* Contacted/ presented my case to a local councillor or MP – 7 reported that they had new connections with their MPs and councillors to try to effect change.

## **VIII. Volunteering and Placements:-**

### **Volunteer Recruitment**

65 individuals were recruited as volunteers to work on different projects that support BAMER groups across London.

Volunteers contributed to:

- events management
- administration
- co-ordination of projects
- communications and social media
- evaluation and monitoring of activities
- report writing
- fundraising development
- human resources for Evelyn Oldfield Unit volunteers

The project also recruited and trained 17 volunteer trustees to work with BAMER groups, strengthening their Board of Directors through skills audit and business planning.

## **IX. Telephone information, advice and support**

The EOU has provided telephone information, advice and support on a range of issues and capacity building as follows:-

<b>BY PROJECT</b>	<b>NUMBER OF BENEFICIARIES</b>
V.C. S project	156
E3 project	192
R4AI project	78
Admin and communication	475
Project case work and Probono	356
<b>TOTAL</b>	<b>1,257</b>

## **X. Strategic plan for future periods**

The Evelyn Oldfield Unit has completed its internal review and has developed 3 years business plan and fundraising strategy to sustain the work of the charity.

The Board of Directors are also developing new partnership and collaboration strategy to work with the private, public, voluntary and community sector to support and sustain the work of the BAMER groups and communities.

Our key targets for the next 12 months will be to sustain the existing projects and and develop new projects in partnership with other voluntary and community sector organisations and agencies to meet the unmet needs of the BAMER Communities.

The Evelyn Oldfield Unit  
Board of Directors' report and financial statements (continued)  
For the year ended 31 March 2018

## FINANCIAL REVIEW

The results of the year's operation are set out in the attached financial statements. The net surplus in funds for the year amounted to £26,373 and (year ended 31 March 2017: £19,945 surplus). The retained reserves at 31 March 2018 amounted to £119,876 and (year ended 31 March 2017: £93,503).

## RESERVE POLICY

The company is required to determine and explain its policy for free reserves. The Board of Directors have reviewed its free reserve policy and have turned its entire unrestricted fund into an emergency reserve to enable Evelyn Oldfield Unit to meet its obligations in the event of a shortfall in income or sudden upturn in expenditure. The organisation is aiming at reserves to cover at least 3 months' expenditure, which is in the range of £42,439, per year.

## RISK MANAGEMENT

The Board of Directors have examined the major risk which the Evelyn Oldfield Unit faces and believe that maintaining our free reserves at a reasonable level, combined with our annual review of the controls over key financial systems will provide sufficient resources in the event of adverse conditions. The trustees have also examined other operational and business risks which we face and confirm that they have established systems to mitigate the significant risks.

## TANGIBLE FIXED ASSETS

The fixed assets comprise of office equipment.

## FUNDS AVAILABLE

Grants receivable totalled **£194,206** (2017: 212,074). We thank Trust for London, The Department of Communities and Local Government, City Bridge Trust, The Big Lottery, Enhance Project, London Voluntary Service Council, and other donors for their support and contributions.

The charity's costs were **£169,757** (2017: £195,402), of which **£101,252** (2017: £106,403) related to staff costs.

Staff numbers reduced by 0.2 during the year.


## Disclosure of Information to independent examiner

The Board of Directors have confirmed that there is no information of which they are aware which is relevant to the independent examiner, but of which the independent examiner is unaware. They have further confirmed that they have taken appropriate steps to identify such relevant information and to establish that the independent examiners are aware of such information.

**VOLUNTEERS** the Evelyn Oldfield Unit recognises the significant contributions made by volunteers.

On behalf of the Board of Directors

Signed

  
Sam Karuhanga, Chairperson

Date

23-5-18

**Independent examiner's report to the Board of Directors of  
The Evelyn Oldfield Unit  
for the year ended 31 March 2018**

**INDEPENDENT EXAMINER'S REPORT**

I report on the accounts of the company for the year ended 31<sup>st</sup> March 2018, which are set out on pages 13 to 18.

**Respective responsibilities of Board of Directors and examiner**

The Board of Directors (who are also the directors of the company for the purposes of company law) are responsible for the preparation of the accounts. The Board of Directors consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

Having satisfied myself that the charity is not subject to audit under company law and is eligible for independent examination, it is my responsibility to:

- examine the accounts under section 145 of the 2011 Act;
- to follow the procedures laid down in the general Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act; and
- to state whether particular matters have come to my attention.

**Basis of independent examiner's report**

My examination was carried out in accordance with the general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and consequently no opinion is given as to whether the accounts present a 'true and fair view' and the report is limited to those matters set out in the statement below.

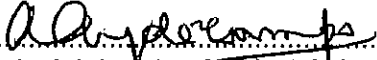
**Independent examiner's statement**

In connection with my examination, no matter has come to my attention:

(1) which gives me reasonable cause to believe that in any material respect the requirements:

- to keep accounting records in accordance with section 386 of the Companies Act 2006; and
- to prepare accounts which accord with the accounting records, comply with the accounting requirements of section 396 of the Companies Act 2006 and with the methods and principles of the Statement of Recommended Practice: Accounting and Reporting by Charities have not been met; or

(2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

  
Ade Adebambo, MBA, ACIS, ACMA  
Local Accountancy Project  
161 Sumner Road  
London SE15 6JL

Date 23<sup>rd</sup> May 2018


**EVELYN OLDFIELD UNIT**  
**STATEMENT OF FINANCIAL ACTIVITIES**  
**FOR THE YEAR ENDED 31 MARCH 2018**

	<b>Unrestricted</b>	<b>Restricted</b>	<b>2018</b>	<b>2017</b>
<b>Incoming Resources</b>	<b>Fund</b>	<b>Fund</b>	<b>Total</b>	<b>Total</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
Donations and Legacies	1,923	0	1,923	2,973
Charitable activities	0	194,206	194,206	212,074
Other Income	0	0	0	250
<b>Investment Income - Bank Interest</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>50</b>
	<b>1,923</b>	<b>194,206</b>	<b>196,129</b>	<b>215,347</b>
<b>Cost of generating funds:</b>				
Charitable activities	0	169,757	169,757	195,402
<b>Total Resources expended</b>	<b>0</b>	<b>169,757</b>	<b>169,757</b>	<b>195,402</b>
<b>Net Incoming Resources</b>	<b>1,923</b>	<b>24,450</b>	<b>26,373</b>	<b>19,945</b>
<b>Fund balances brought forward</b>	<b>72,089</b>	<b>21,414</b>	<b>93,503</b>	<b>73,558</b>
<b>Fund balances carried forward</b>	<b>74,012</b>	<b>45,864</b>	<b>119,876</b>	<b>93,503</b>


**EVELYN OLDFIELD UNIT**  
**BALANCE SHEET**  
**AS AT 31 MARCH 2018**

<b>FIXED ASSETS</b>	<b>Note</b>	<b>2018</b>	<b>2017</b>
		<b>£</b>	<b>£</b>
Office Equipment	2	0	488
<b>Current Assets</b>			
Debtors	3	0	4,691
Cash at Bank		120,590	129,202
Cash In Hand		657	
		<b>121,247</b>	<b>133,893</b>
<b>Current Liabilities</b>			
Creditors and Accruals	4	1,371	40,878
		<b>119,876</b>	<b>93,015</b>
<b>Net Current Assets</b>		<b>119,876</b>	<b>93,503</b>
<b>Funds:</b>			
Unrestricted Funds		64,012	62,089
Designated Funds		10,000	10,000
Restricted Funds		45,864	21,414
		<b>119,876</b>	<b>93,503</b>

Approved by the Board of Directors and signed on its behalf

by  Chairperson/ Director

Sam Karuhanga

 Vice-Chair

Paul Sathianesan Duraisam,

on 23.5.18 2018



**Exemption from audit**

For the year ending 31/03/18 the company was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

Directors' responsibilities:

- The members have not required the company to obtain an audit of its accounts for the year in question in accordance with section 476;
- The directors acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of accounts.
- These accounts have been prepared in accordance with the provisions applicable to companies subject to the small Companies regime and with the Financial Reporting Standard for Smaller Entities (effective April 2008).

The trustees declare that they have approved the accounts above.

Signed on behalf of the charity's trustees:

Signed

Name:

  
Sam Karuhanga, Chair

Date

23.5.18

**The Evelyn Oldfield Unit  
Notes to the accounts  
for the year ended 31 March 2018**

**1. Accounting policies**

**Basis of the preparation of the accounts**

These financial statements have been prepared under the historical cost convention and in accordance with Accounting and Reporting by Charities - Statement of Recommended Practice (SORP revised 2015), the Financial Reporting Standard for Smaller Entities (effective April 2008) and the provisions applicable to companies subject to the small companies regime under the Companies Act 2006.

**Incoming resources**

All material incoming resources have been included on a receivable basis – i.e. they are included if the date receivable falls within the period covered by these accounts.

**Pension costs**

The charity operates a defined contribution pension scheme for employees. The assets of the scheme are held separately from those of the charity. Pension costs charges in the Statement of Financial Activities represent the contributions payable by the charity in the year.

**Resources expended**

These have been analysed using a natural classification.

**Depreciation**

Depreciation is calculated to write down the cost or valuation, less estimated residual value, of all tangible fixed assets with a cost exceeding £500 over their expected useful lives on a reducing balance basis.

The rates applicable are:

IT Equipment	33%
Furniture, fittings & equipment	33%

**EVELYN OLDFIELD UNIT  
DETAILED OF INCOME  
FOR THE YEAR ENDED 31ST MARCH 2018**

	Unrestricted	Restricted	2018	2017
	Fund	Fund	Total	Total
<b><u>INCOMING RESOURCES</u></b>				
<b>Voluntary Income:</b>	£	£	£	£
SRWP - Comic Relief	0	0	0	11,755
R4AI - Trust For London	0	50,000	50,000	70,000
E3 Project - MHCLG	0	70,800	70,800	62,579
FtF - City Bridge Trust	0	0	0	30,600
KEY - BBC Children In Need	0	0	0	2,000
Enhance Project - RfL	0	6,500	6,500	10,614
TA - LVSC	0	31,468	31,468	12,026
IBAA - LBI	0	25,000	25,000	12,500
GT - LBI		500	500	0
IBAA - BLF (A4A)	0	9,937	9,937	0
Gifts and Donations	1,923	0	1,923	0
<b>TOTAL INCOMING RESOURCES</b>	<b>1,923</b>	<b>194,205</b>	<b>196,129</b>	<b>212,074</b>

**2. Fixed Assets**

	Computer Equipment	Total
<b>Cost</b>	£	£
At 1 April 2017	9445	9445
Additions	0	0
Disposals	0	0
At 31 March 2018	<u>9445</u>	<u>9445</u>
<b>Depreciation</b>		
At 1 April 2017	8,957	8,469
Disposals	0	0
Charge this period	488	488
At 31 March 2018	<u>9,445</u>	<u>8957</u>
<b>Net book value</b>		
At 31 March 2018	<u>0</u>	<u>0</u>
At 31 March 2017	<u>488</u>	<u>488</u>

<b>3. Debtors</b>	<b>2018</b>	<b>2017</b>
	£	£
Debtors	<u>0</u>	<u>4,691</u>

	2018	2017
	£	£
<b>4. Creditors</b>		
Accountancy	800	800
Other Creditors	571	40,078
	<u>1,371</u>	<u>40,878</u>

Accruals: Provision for Accountancy fees.

<b>5. Total resources expended</b>	Unrestricted	Restricted	2018	2017
	£	£	£	£
<b>Charitable activities</b>	0	168,555	168,555	193,286
<b>Governance Costs</b>	0	1,202	1,202	2,116
<b>Total Resources expended</b>	<u>0</u>	<u>169,757</u>	<u>169,757</u>	<u>195,402</u>